

RECYCLING SPECIALIST I
RECYCLING SPECIALIST II

Class No. 005481
Class No. 005480

DEFINITION:

To perform professional work related to recycling policy and program development, and implementation; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Recycling Specialist positions are found only in the Department of Public Works under the direction of a Recycling Coordinator. These classes perform professional analytical and administrative work related to recycling aspects of the San Diego County Solid Waste Ordinance, and recycling policies and programs that enable, facilitate and encourage the recycling of solid waste materials and promote the use of recycled/recyclable materials and products.

Recycling Specialist I:

This is the entry-level class in the Recycling Specialist series. Under general supervision, incumbents perform assignments which do not require a depth of technical or specialized skill or whose parameters and methods are generally defined by the supervisor who may be consulted at any time to clarify methods or resolve problems.

Recycling Specialist II:

This is the journey level class in the Recycling Specialist series. Under general supervision, incumbents independently perform assignments requiring specialized knowledge and the selection of research and analytical methods. The Recycling Specialist II is distinguished from the next higher class, Recycling Coordinator, in that the coordinator is responsible for the overall administrative planning, implementation and coordination of various projects within the Recycling Program.

EXAMPLES OF DUTIES:

Assists higher level management in administering the County's Solid Waste Recycling Program; coordinates and administers purchasing, education, and consultation elements of the recycling program; assists in developing public education materials and programs to inform the public on how to reduce waste and use recycling sites; encourages and assists schools in developing recycling programs; researches, compiles and summarizes information for recycling studies and reports; inputs and retrieves information from computerized record keeping systems; sets up and maintains computerized databases and prepares spreadsheets; assists in program development and contract administration; and responds to inquiries from the public concerning the recycling program.

Recycling Specialist II:

All of the duties listed above and: researches and recommends County policy on State and Federal issues relating to solid waste recycling efforts; develops components of the purchasing policy to encourage the use of recycled/recyclable materials, supplies, and products; analyzes and evaluates County ordinances relating to recycling, methods and ordinances to decrease and/or regulate packaging waste and recommends new components and/or other revisions; researches and recommends policies and procedures in support of market development for the recycling program; evaluates and develops market expansion plans; assists in planning and developing industrial

solid waste recycling programs; assists in implementing recycling plans and recycling aspects of the Solid Waste Ordinance through use of database analysis, environmentally preferable purchasing concepts, public education, producer responsibility marketing, and other technical assistance; conducts studies by researching, compiling and analyzing information; assists in the administration of recycling contracts and preparation of grant proposals; analyzes legislation pertinent to the recycling program; prepares reports; holds workshops for and gives presentations to community groups, businesses, schools and the public concerning the recycling program; and provides technical guidance and training to subordinate staff.

MINIMUM QUALIFICATIONS:

Knowledge level: T = Thorough G = General -- Not applicable
 Classification level: I = Recycling Specialist I
 II = Recycling Specialist II

Knowledge of:

| <u>I</u> | <u>II</u> | |
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| G | T | Solid waste recycling programs. |
| G | G | San Diego County Code of Regulatory Ordinances. |
| G | T | California laws affecting recycling. |
| G | T | The economy and market of recycled materials. |
| G | G | Computer word processing, spreadsheet, and database. |
| G | T | Current issues in recycling. |
| G | G | Public relations and public speaking. |
| G | T | Contract administration. |

Skills and Abilities to:

- Develop educational and public programs concerning solid waste recycling programs.
- Analyze laws and regulations pertaining to recycling programs.
- Develop written proposals to change or add new regulations/ordinances relating to recycling.
- Write reports and public education literature.
- Research and discover innovative solid waste recycling methods.
- Speak to groups regarding recycling programs.

EDUCATION/EXPERIENCE:

Education, training and experience that demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

Recycling Specialist I:

A Bachelor's degree from an accredited college or university; AND, one (1) year of professional experience performing duties involving the development, implementation, and administration of a private or public solid waste recycling program or non-burn resource recovery program.

Recycling Specialist II:

A Bachelor's degree from an accredited college or university; AND, two (2) years of professional experience performing duties in the development, implementation, and administration of a private or public solid waste recycling program or non-burn resource recovery program, one year of which is comparable to Recycling Specialist I with the County of San Diego.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.